

Please Note: If you are applying for more than one position, please submit a separate, complete application packet for each position.



Posting Date: May 12, 2021

## INTENT TO EMPLOY

### INTERNAL POSTING

**This position is posted in compliance with Alabama Code §16-22-15. It is the intent to place a current employee in this position.**

**Position:** Biology Instructor Lab Science Coordinator (Pell City Campus)

#### Minimum Qualifications:

1. Master's degree with eighteen (18) graduate semester hours in biology with a strong background in anatomy & physiology, and microbiology **required**.

#### Job Functions:

This is a full-time teaching position with responsibility for planning, preparation, and presentation of quality instruction in Biology, including Anatomy and Physiology, and Microbiology and for otherwise contributing to the fulfillment of the college's mission. This position will coordinate activities for all biology (including zoology, botany, microbiology, anatomy, and physiology) chemistry and physical science labs at the Pell City Campus including requisition and maintenance of all lab supplies and equipment. This position reports to the Associate Dean. The employee:

1. Be responsible for instruction in the appropriate teaching environment(s) and evaluates student learning.
2. Be responsible for class and laboratory preparation.
3. Participate in curriculum development and evaluation and recommend new or revised curriculum.
4. Provide academic advising to students.
5. Supervise the preparation of and assure the availability of all laboratory materials, solutions, equipment and supplies needed for each weekly lab section.
6. Order all lab supplies and supplies for biology, chemistry, and physical science.
7. Perform department/program responsibilities.
8. Perform institutional responsibilities which contribute to the fulfillment of the college's mission.
9. Follow institutional policies and procedures and fulfills the terms of one's employment.
10. Perform other duties as assigned.
11. Fulfills other duties and responsibilities as delegated by the President, Vice President or Associate Dean.

**Salary:** \$55,247.00 to \$108,071.00 based on ACCS Board of Trustees Salary Schedule D-1, education and experience.

**Application Deadline:** 4:30 p.m., May 26, 2021

**Application Procedure:** A complete application packet consists of:

1. A completed Jefferson State Community College application specific to this position
2. Current resume
3. Transcripts (unofficial copies will be accepted before the deadline, but official transcripts must be on file before an offer of employment). Transcripts must include **conferred or awarded date**.

**"EMAILED APPLICATION MATERIALS WILL NOT BE ACCEPTED"**

#### **Materials may be submitted to:**

Human Resources  
2601 Carson Road  
Birmingham, AL 35215-3098  
Phone: (205) 856-7899 or 856-8598  
Fax: (205) 856-7720

**This Employer Participates in E-Verify**

It is the official policy of the Alabama Community College System Office and Jefferson State Community College, including ACCS entities under the control of the Alabama Community College Systems Board of Trustees, that no person shall, on the grounds of race, color, disability, gender, religion, creed, national origin, or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Jefferson State Community College will make reasonable accommodations for qualified disabled applicants or employees. Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense. The College reserves the right to withdraw this job announcement any time prior to the awarding. ***Note: In accordance with Alabama Community College System policies and procedures, the applicant chosen for employment will be required to sign a consent form for a criminal background check. Employment will be contingent upon receipt of a clearance notification from the criminal background check.***

**EQUAL OPPORTUNITY EMPLOYER**